

Departure Check-Out List **American Embassy, Monrovia, Liberia**

All signatures must be obtained before the General Services Officer signs and gives tickets to the employee.

EMPLOYEE'S NAME: _____ **ATD:** _____

Departing from an overseas post is a lengthy and complicated process, not a last minute exercise. Please follow the various procedures with the respective office and have official signatures on the form.

HUMAN RESOURCES OFFICE: (Ext. 1423/1424/1422)

90 DAYS BEFORE DEPARTURE

- _____ TM-One (Assignment Notification) received
- _____ TM-Two (Proposed Itinerary) provides CDA with pertinent travel information- submit to HR Office
- _____ TM-Four, Assignment Travel Authorization received
- _____ Request for Advance of Pay,
- _____ Complete LES Performance Evaluation Reports
- _____ Pick up forms – “Application to Sell Property
- _____ Return Diplomatic Identification Card (MFA)
- _____ Provide new address where future TSP statements are to be mailed.
- _____ FSC Charleston will continue to pay your salary until you arrive at new post

IF NECESSARY:

- _____ Within 31 days before or after transfer, Change FEHB (Form SF2809)
- _____ Completed SF-2821 FEGLI Conversion/199A Direct Deposit Form

Human Resources Specialist

GENERAL SERVICES OFFICE: (Ext. 1500/1501)

60 DAYS BEFORE DEPARTURE

- _____ Schedule for pack-out of HHE, UAB, POV
- _____ Arrange with GSO Shipping and Customs personnel a pre-pack survey
- _____ Give destination address, contact number and person
- _____ Contact GSO Travel for flight reservations (submit travel itinerary request)
(if you have pets, ensure flight reservations are made)
- _____ Diplomatic license plates turned in
- _____ Arrange with Housing for the issuance of Welcome Kit
- _____ Final Inventory of quarters
- _____ Inspection of quarters
- _____ Pick up air ticket after completion of check-out list

General Services Officer

FINANCIAL MANAGEMENT OFFICE: (Ext. 1440/1443)

- ☐ Submit SF-1190, Foreign Service Transfer Allowance claimed if transferring to new post
- ☐ Submit SF-1190, Home Service Transfer Allowance claimed if returning to Washington, D.C.
- ☐ Submit SF-1190 form to terminate education allowances (if necessary)
- ☐ All personal bills be cleared (i.e. Gasoline/Diesel, telephone, Use of GOV)
- ☐ All outstanding travel advances be settled
- ☐ If necessary, designate a sponsor who will handles your affairs and your bills after departure

I hereby certify that all my outstanding bills have been resolved. In the event that I have outstanding bills, damages or other obligations (my departure sponsor) Mr./Ms. Mrs. _____ has agreed to pay in my absence.

Employee's Signature/Date

Signature of employee responsible for Bills/Date

Financial Management Officer

MANAGEMENT OFFICE: (1420/1421)

- ☐ Request approval to sell Personal Property
- ☐ Completion of EERs (if necessary)
- ☐ Return Duty Officer's Handbook (if necessary)
- ☐ Obtain clearance for release of tickets

Management Officer

MEDICAL UNIT: (Ext. 1360/1361)

- ☐ Collect medical records (to be hand carried to next assignment)
- ☐ Medical appointments made
- ☐ Updated on Anti Malarial

FS Health Practitioner

EXECUTIVE OFFICE (Ext. 1104)

- ☐ Make a courtesy call with the Ambassador and DCM

Ambassador Officer Manager

INFORMATION PROGRAM CENTER (Ext. 1220)

- ☐ Arrange to return Radio and Charger
- ☐ Cellular phone
- ☐ Classified files retired/destroyed/held
- ☐ Provide change of address card
- ☐ System Manager to remove from E-Mail
- ☐ C-LAN log-on deleted
- ☐ All office operation Computer files have been identified and deleted
- ☐ All personal folders have been deleted

Information Management Officer

MARINE SECURITY GUIDE DETACHMENT

MSG Detachment Commander

REGIONAL SECURITY OFFICE: (Ext. 1270/1271)

- ☐ Schedule for debriefing
- ☐ Return Embassy ID Card

Regional Security Officer

IF NECESSARY:

Give your residence keys to Post 1 who will deliver them to the GSO.